



**November, 2010**

## **Texas Emissions Reduction Plan Disposition Forms**

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printed on recycled paper

**Texas Commission on Environmental Quality  
Texas Emissions Reduction Plan (TERP)**

**DISPOSITION POINTERS FOR GRANTEE**  
***READ CAREFULLY***

- 1** Keep access to your old vehicle or equipment until the TERP staff approves your disposition form. You may need to send additional photographs or documentation.
- 2** You, the grantee, are responsible for the completion of the disposition. If someone else destroys your old vehicle or equipment for you, you are still the one responsible for making sure that the destruction complies with program requirements.
- 3** The old vehicle and engine numbers on the disposition form must match the vehicle and engine numbers in your contract.
- 4** All pictures submitted for the disposition must be original pictures. We must be able to clearly see the destruction to the vehicle or equipment in the pictures. We must be able to read the engine ID number in the pictures. TERP does not accept faxed pictures.
- 5** Please keep copies of all your disposition pictures and documents for your own business records or in the event, for whatever reason, you may need to resend them to us.
- 6** The TERP Web site at <[www.terpgrants.org](http://www.terpgrants.org)> has good information on all parts of the TERP program, including disposition.

**If you still have any questions or concerns about disposing of the old vehicle or equipment, please call 800-919-TERP (800-919-7837).**

**The completed and signed form should be submitted to:**

**Standard Mail**

Texas Commission on Environmental Quality  
Air Quality Division  
Implementation Grants Section, MC 204  
TERP Disposition  
P.O. Box 13087  
Austin, TX 78711-3087

**Express Delivery**

Texas Commission on Environmental Quality  
Air Quality Division  
Implementation Grants Section, MC 204  
TERP Disposition  
12100 Park 35 Circle  
Austin, TX 78753

**Texas Commission on Environmental Quality**

Texas Emissions Reduction Plan (TERP)

**FORM 3a: REPLACEMENT Disposition**

<b>REPLACEMENT:</b> Disposition of Vehicle or Equipment <i>(Complete only for Replacement Activity)</i>			<b>Activity #</b>
<b>Name on Contract:</b>		<b>Grant Contract #:</b>	
<b>Contract Name and Title:</b>		<b>Phone #:</b>	
<b>Address:</b>			
	(Street)	(City)	(State) (ZIP)
<b>OLD VEHICLE OR EQUIPMENT INFORMATION</b>			
<i>Provide the information on the vehicle or equipment being replaced. Refer to the vehicle's operation's manual or contact the dealer for information.</i>			
<b>Vehicle Identification #:</b>			
<b>Vehicle/Equipment Make:</b>		<b>Model:</b>	
<b>Registration Document #:</b>			
	(document number located on vehicle registration form)		
<i>This information can be found on the engine's emissions label on the engine block and must be provided. If this information is unavailable, you must provide an explanation.</i>			
<b>Engine Serial #:</b>			
<b>Engine Make:</b>		<b>Model:</b>	
<b>READ AND CHECK DISPOSITION STATEMENT BELOW</b>			
	<p><b>Vehicle/Equipment (including the engine) was destroyed.      Read the following carefully!</b></p> <p>Destruction means <b>making a hole 3 inches or larger</b> in the engine block and cutting both frame rails <b>in half (or other pre-approved destruction) making it inoperable</b>. The hole in the engine block <b>must not be on a removable plate, and must be in the vicinity of the engine serial number</b>. All photos must be in color and not blurry. When using salvage or recycling companies, attach a written document that proves receipt of the old equipment, engine, or vehicle. Follow the list below that applies best to your vehicle or equipment. It is the grantee's responsibility that the salvage or recycling companies adhere to these procedures.</p> <p><b><u>CHECKLIST FOR DISPOSITION ITEMS FOR ON-ROAD VEHICLES:</u></b></p> <p style="margin-left: 20px;">A photo of the whole vehicle in operating condition before destruction (both sides of the vehicle).</p> <p style="margin-left: 20px;">A photo of the whole vehicle after destruction (both sides of the vehicle).</p> <p style="margin-left: 20px;">A photo of the engine block from the vehicle in operating condition before destruction (both sides of the engine)</p> <p style="margin-left: 20px;">A photo of the engine block after destruction with a 3 inch hole or larger that cannot be repaired. The entire engine must be visible in the photo.</p> <p style="margin-left: 20px;">A photo of both frames before destruction.</p> <p style="margin-left: 20px;">A photo of both frames after destruction with both sides of the frame cut completely in half.</p> <p style="margin-left: 20px;">A document from the salvage or recycling company if you sell the equipment for scappage and that company does the destruction.</p> <p><b><u>CHECKLIST FOR DISPOSITION ITEMS FOR OFF-ROAD EQUIPMENT:</u></b></p> <p style="margin-left: 20px;">A photo of the whole piece of equipment before destruction (both sides of the equipment).</p> <p style="margin-left: 20px;">A photo of the whole piece of equipment after destruction (both sides of the equipment).</p> <p style="margin-left: 20px;">A photo of the engine block in operating condition before destruction. (both sides of the engine)</p> <p style="margin-left: 20px;">A photo of the engine block after destruction with a hole 3 inches or larger that cannot be repaired. The entire engine must be visible in the photo.</p> <p style="margin-left: 20px;">A photo before structural damage (both sides of the equipment).</p> <p style="margin-left: 20px;">A photo of both sides of the equipment after structural damage that cannot be repaired.</p> <p style="margin-left: 20px;">A document from the salvage or recycling company if you sell the equipment for scrappage and that company does the destruction.</p>		
<p><b>GRANTEE'S CERTIFICATION:</b> I, the undersigned, certify that to the best of my knowledge all submitted information is true. I understand that the TCEQ may require reimbursement of funds if disposition requirements are not met. I understand that failure to comply with these grant requirements may result in my classification as a high-risk candidate and that high-risk candidates may not be eligible for grant awards in future rounds of funding, and subject to grant repayment (total or partial). <b>I will not give up access to this vehicle or equipment until the TCEQ approves these photos and documents.</b></p>			
<b>GRANTEE'S SIGNATURE:</b>			<b>Date:</b>
<b>Print Name and Title:</b>			

**Texas Commission on Environmental Quality**

**Texas Emissions Reduction Plan (TERP)**

**FORM 3b: REPOWER Disposition**

<b>REPOWER: Disposition of the Engine</b> <i>(Use new form for each repower activity)</i>			<b>Activity #</b>	
<b>Name on Contract:</b>			<b>Grant Contract #:</b>	
<b>Contract Name and Title:</b>			<b>Phone #:</b>	
<b>Address:</b>				
	<i>(Street)</i>	<i>(City)</i>	<i>(State)</i>	<i>(ZIP)</i>
<b>OLD ENGINE INFORMATION</b>				
<i>This information can be found on the engine's emissions label on the engine block and must be provided. If this information is unavailable, you must provide an explanation.</i>				
<b>Engine Serial #:</b>				
<b>Engine Make:</b>		<b>Model:</b>		<b>Year:</b>
<b>READ AND CHECK DISPOSITION STATEMENT OF YOUR CHOICE</b>				
<b>A. Old engine was scrapped (destroyed)</b>	<b>Read the following carefully</b>			
<p>The engine was scrapped (destroyed) and photographs have been provided. Destruction includes <b>making a hole 3 inches or larger</b> in the engine block <b>making it inoperable</b>. The hole <b>must not be on a removable plate</b>. The hole must be as near as possible to the engine I.D. plate or stamp. Photos must be in color, legible, and not blurry.</p> <p>Photographs submitted must show the engine <b>BEFORE</b> and <b>AFTER</b> destroying it or making it inoperable. Photographs <b>must show the engine identification number</b>. Attach information regarding the scrappage activities and identify (name, address &amp; phone number) the company that scrapped the equipment. A copy of written documentation must be attached to validate receipt of the old engine.</p>				
<b><u>HAVE YOU SUPPLIED THESE ITEMS REQUIRED FOR THE OLD ENGINE?</u></b>				
<input type="checkbox"/> A photo of the complete engine block before destruction. (All sides)				
<input type="checkbox"/> A photo of the engine block after destruction with a hole 3 inches or larger. The hole must not be on a removable plate.				
<input type="checkbox"/> A photo of the engine identification number. The hole should be as close to the engine hole as possible.				
<input type="checkbox"/> Written document from the salvage or recycling company if you sell the equipment for scrappage and they do the destruction.				
<b>B. Old engine was sent to a remanufacturing facility</b>				
<p>The facility is operated by, or authorized by, the original engine manufacturer to remanufacture the engine. The process will include removing all parts and using the old block to build a remanufactured engine with a new serial number. A copy of the written documentation provided by the remanufacturing facility must be provided to validate the receipt of the old engine. <b>This documentation must include the old engine identification number.</b></p>				
<b><u>HAVE YOU SUPPLIED THE REQUIRED ITEM FOR THE REMANUFACTURED ENGINE?</u></b>				
<input type="checkbox"/> Written documentation provided by the remanufacturing facility showing the old engine identification number.				
<p><b>GRANTEE'S CERTIFICATION:</b> I, the undersigned, certify that to the best of my knowledge all submitted information is true. I understand that the TCEQ may require reimbursement of funds if disposition requirements are not met. I understand that failure to comply with these grant requirements may result in my classification as a high-risk candidate and that high-risk candidates may be ineligible for grant awards in the future rounds of funding. <b>I will keep access to this equipment until the TCEQ approves all photos and documents.</b></p>				
<b>GRANTEE'S SIGNATURE:</b>				<b>Date:</b>
<b>Print Name and Title:</b>				